EDUCATION AND YOUTH SERVICE SECRETARIAT

Economy in the use of Paper-orders regarding-issued

READ:—

1. D. O. letter No. O-17034-1-71-P dated 20th July 1974 from the Secretary to the Government of India, Ministry of Works and Housing, New Delhi."
2. Government Order No. GAD 46 TSM 74, dated 14 August 1974.

PREAMBLE :—

The Government of India in their letter cited at (i) above, have sent a copy of the instructions issued by them, in regard to economy in the use of paper and have requested the State Government to consider the question of issue of similar instructions to the various State Government Departments.

ORDER No. ED 246 MPS 74, BANGALORE DATED 5TH NOVEMBER 1974.

Apart from the need for maximum economy in expenditure in the present situation of extreme financial stringency, there is an acute shortage of paper and paper made articles owing to short supply of paper by the paper mills to the extent of about 50% of the allocated quantity. The Government of India have already issued instructions regarding the economy to be observed in the consumption of paper and paper made articles. In line with the steps taken by the Government of India, the State Government have decided that the following cuts to the use of paper and paper made articles should be effected forthwith. The Director of Printing, Stationery and Publications shall ensure that these cuts are enforced scrupulously.

(a) *Duplicating paper*–40% of the average consumption of the preceding three years.

(b) *Typewriting paper–33*–1/3% of the admissible quantity as per prescribed quantity scales.

(c) *White Printing paper*–40% of the average consumption of the preceding three years.

(d) Other varieties of paper and paper-made items e.g., Note sheetsblocks, envelopes, etc. } 33–1/3% of the average consumption of the preceding three years excluding carbonpaper, which is subject to 40 to 60% cut.

(e) *Stencil*–33–1/3%of the average consumption of the preceding three years.

2. Indents for paper and Stationery articles should be subjected to the strictest scrutiny by the Heads of Departments and the Unit Officers concerned taking into account the cuts imposed, before they are forwarded to the Director of Printing, Stationery and Publications who in turn will exercise strict vigilance to ensure that the indents furnished conform to the cuts.

3. No Department of Government shall resort to local purchase of paper and stationery except in emergent and unavoidable situations. In such a contingency, prior approval of the Director of Printing, Stationery and Publications to the local purchase, of such articles shall be obtained by the Department concerned. The Director may permit such purchases up to a limit of Rs. 500 in each case depending upon the circumstances of the case, beyond which prior approval of the Secretary to Government in the administrative Department concerned will be necessary who on the recommendations of the Director may authorise such purchases with the concurrence of Finance Department.

4. Substantial economics in consumption of paper should also be effected by restricting the issue of requisitions for printing to the lowest minimum. In this connection, the following guide lines are laid down for strict adherence by all the Departments of Governments.

(*ii*) *Books and Publications*:—The indenting Departments should properly scrutinise the number of copies to be printed with a view to avoiding the printing of copies out of proportion to the actual requirements. To ensure this, it is directed that hereafter the Director of Printing, Stationery & Publications shall undertake printing of books and publications only on the authority of a Secretary to Government in the Administrative Department concerned who shall invariably consult the Finance Department before placing printing orders with the Director.

(*ii*) *Reports*.—It is noticed that many a time, reports of Committees and Commissions appointed by Government are printed apparently without adequate prior scrutiny as to their essentiality. Some reports are very bulky and they consume lot of paper and printing material. It is, therefore, necessary to ensure that only those reports are printed which are of a permanent character, Reports of a transient nature need not be printed. In many a cases, it may suffice if the reports are cyclostyled. However, in future, it is directed that the Director of Printing, Stationery & Publications shall undertake printing of reports only on the authority of a Secretary to Government in the administrative Department concerned who shall invariably consult theFinance Department, before placing printing orders for such reports with the Director.

(*iii*) *Forms*.—This is a sector where considerable economy can be effected because printing of forms accounts for a major portion of paper consumption of the State Government, The Director of Printing, Stationery & Publications should review in consultation with the Department concerned the several forms in use and take such steps as might be necessary to reduce them in number and in size.

5. It is necessary that even the reduced quantity of paper that will now become available for use as a result of enforcement of economy cuts as detailed above, should he put to proper and economic use by avoidance of wastage at every stage of its use. The guidelines already issued in this connection by Government in Government Order No. GAD 46 TSM 74 dated 14th August 1974 (copy enclosed for ready reference) shall be followed scrupulously by all Departments of Government.

6. The Secretaries to Government and Heads of Departments are requested to ensure that these measures are implemented by Departments, Organisations and other bodies under their administrative control as well as official/semi-official-non-official/autonomous bodies in receipt of Government grants and assistance. Further, Public Sector enterprises under their control may also be instructed to follow these instructions.

7. The Director of Printing, Stationery and Publications is also requested to bring these measures to the notice of all indenting departments and issue such procedural instructions to them as would ensure effective enforcement of the economy measures as contemplated by Government.

By Order and in the name of the Governor of Karnataka

B. S. SRIKANTIAH,

Commissioner for Education & Secretary to Government,
Education and Youth Services Department.